

TO: Medical Assistance Nursing Facility Providers

FROM: Susan J. Tucker                      Joseph E. Davis  
Executive Director                      Executive Director  
Office of Health Services              Office of Operations and Eligibility

RE: HIPAA Implementation

DATE: September 16, 2003

The Health Insurance Portability and Accountability Act (HIPAA) requires health care providers and insurers to submit claims in a nationally standardized format using national revenue codes. The Department of Health and Mental Hygiene Medical Care Program (the Program) is working hard to crosswalk the codes, modify our transactions, and make the system changes necessary to pay claims under a new, HIPAA-compliant methodology.

**The Program will implement nursing home transaction and code changes on January 17, 2004. Providers have until January 16, 2004 at 4:00 pm to submit non-HIPAA compliant claims. Until then, nursing home providers should continue billing Medicaid as they do now.**

The remainder of this memorandum discusses the Program’s companion guides, testing, the Medicare-Medicaid Provider Number form, and the Submitter Identification Form and Trading Partner Agreement. **If you plan to submit electronic claims to the Program, either directly or through a billing service, you must return a signed Submitter Identification Form and Trading Partner Agreement.**

## COMPANION GUIDES

In working towards HIPAA implementation in January, the Program produced Companion Guides to assist trading partners in code and situation handling for the ANSI ASC X12N Transactions. Our Companion Guides can be obtained through the DHMH website at: <http://www.dhmh.state.md.us/hipaa/transandcodesets.html>.

At this time, the X12 837 and X12 835 Companion Guides are available. We continue to work on the other transaction Companion Guides and will post them on the web when they are completed.

## TESTING

Trading Partners who plan to send electronic transmissions directly to the Program must test for HIPAA compliance before they can transmit claims for payment. The Program offers free testing, which can be accessed at: <http://www.dhbmh.state.md.us/hipaa/testinstruct.html>.

## MEDICARE-MEDICAID PROVIDER NUMBER FORM

To facilitate the crossover of Medicare billings to Medicaid for coinsurance payment, please fill out the attached form with your Medicare and Medicaid provider numbers. FAX the completed form to the attention of Stephen Hiltner, Supervisor, Nursing Home Program at 410-333-5213.

## TRADING PARTNER AGREEMENT and SUBMITTER IDENTIFICATION FORM

We have attached a copy of our Trading Partner Agreement and Submitter Identification Form.

The Program must have both the Trading Partner Agreement and Submitter Identification Form on file before accepting any HIPAA transactions including X12N 837 (Claims). Each form has a contact phone number if you have additional questions.

Please mail the forms to:

Rita Tate  
201 W. Preston St. Rm. LL3  
Baltimore MD 21201  
Attn: HIPAA Billing Agreements

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**If you do not complete testing and the attached agreements are not on file with the Program, we will NOT be able to process your electronic claims after January 16, 2004.**

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Final paper billing instructions will be available in November.

cc: Nursing Home Liaison Committee

# Medicare-Medicaid Provider Number Form

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Dear Nursing Home Administrator:

To facilitate the crossover of Medicare billings to Medicaid for coinsurance payment, please fill out the attached form with your Medicare and Medicaid provider numbers.

**FAX the completed form to the attention of Stephen Hiltner, Supervisor, Nursing Home Program at 410-333-5213.**

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**Name of Nursing Home**

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**Name of Person Completing Form**

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**Phone Number**

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**MediCAID Provider Number**

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**MediCARE Provider Number**